

JOB POSTING

Department:	Monroe County Children & Youth Services
Organization:	Monroe County Children & Youth Services/Placement Unit
Job Code / Title:	L0623 County Caseworker I and /or L0624 County Caseworker II
Position Number:	
County:	Monroe
Headquarter City/Address: (Work Location)	730 Phillips Street Stroudsburg, PA 18360
Type of Job:	Civil Service
Union:	PSSU
Bargaining Unit:	SEIU PSSU Local 668
Seniority Position:	Yes
Type Position:	Full-Time
Salary Range:	CW I 30,450.17 to 59,529.47 CW II \$35,525.16 to \$68,154.02
Pay Range & Step:	33 and / or 35
Posting Length:	Open
Posting Dates:	Open
Contact Name / Number:	Claudia Penn ext. 3205
Additional Information:	Work hours are 8:30 a.m. to 5:00 p.m. Monday - Friday (75 hrs bi-weekly). Travel, Overtime & After hours may be required.
Job Description:	See attached
Last Date Job Applications Will Be Accepted:	

RECRUITMENT METHODS:

Applicants must meet one (or more) of the following methods(s) to be considered for this vacancy:

- Civil Service Lists
- Promotion Without Examination
- Transfer
- Reassignment
- Voluntary Demotion
- Reinstatement

ELIGIBILITY – ALL CANDIDATE(S):

1. Must meet the minimum experience and training (METs) required for the job. The METs for this position are:

CW 1 Minimum Experience and Training: A bachelor's degree which includes or is supplemented by successful completion of 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences;

or

Two years of experience as a County Social Services Aide 3 and two years of college level course work which includes 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences;

or

Any equivalent combination of experience and training which includes 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences and one year of experience as a County Social Services Aide 3 or in a similar position performing paraprofessional case management functions.

CW 2 Minimum Experience and Training: Six months of experience as a County Caseworker 1;

or

Successful completion of the County Social Casework Intern program;

JOB DESCRIPTION

1. Name of Employee (Last, First, MI)

Placement Caseworker

2. Employee Number

Position Number

3. Department

MCCY

Bureau

Y745

Division

Headquarters

Organization Code

4. Class Title

County Caseworker

Working Title

Class Code

L0623 or L0624

5. Regular Work Schedule

Start Time:

8:30am

Lunch Length:

1 HR.

End Time:

5:00pm

Hours/Week:

37.5

Position is:

☒

Full-Time

☒

Permanent

☐

Part-Time

☐

Temporary

Reports to: Claudia Penn

Class Casework Supervisor I

Days Worked (check all that apply):

S

M

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W

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Explain any schedule variations:

6. Describe the work assigned to this position, listing the critical duties and responsibilities first. Explain work in familiar terms and include machines or equipment used. Use additional paper if needed.

* Case management: Schedule and conduct all legal, educational, medical, mental health, financial conferences. Transport dependent children if necessary. Meet with child and family, build rapport/professional relationship and attempt to work cooperatively towards treatment goals. Advocate for child and family's rights and needs. Arrange, facilitate and/or supervise all visitation. Diligently search for and attempt to locate absent parents and /or kinship resources for dependent children. Complete ICPC, Kinship care, Drug & Alcohol, MH/MR, and other service provider referrals. Observe and acquire urine drug screen from clients. Attend staff and supervise case reviews. Develop, assist, and monitor Permanency Goal progression. Facilitate transition to permanency resource. Work Standards: current Family Service Plans, Individual Service Plans, Placement Amendments, Placement Amendment Reviews, Risk Assessments, court reviews, dictation, statistics, correspondence.

* File Maintenance: Standards include clerical functions of placing all data concerning client in appropriate sections of record. All records up to date and accurate. Fiscal and court data complete. All pertinent data complete and filed in compliance with D.P.W. regulations.

* Pre-court Appearance Responsibilities: Prepare court summary. Convey information for petition to attorney. Prepare testimony. Arrange for participants to attend. Standards: Court section of case record.

*Special Court Cases: Act as child advocate and/or testify in permanency review hearings, goal change hearings, criminal and/or parental rights termination cases. Attend all trials/hearings. Prepare documentation petition, summary, testimony. Prepare family members for termination. Standards: Court section of case record.

*Meetings: Attend and participate as required in assigned committee, M.D.T. staff training, interagency meetings, CASSP meetings, School meetings, IEP meetings, medical appointments and medication monitoring appointments, conferences/seminars, P.R., staff meetings, miscellaneous. Standards: Attendance sheets. Contact sheets

* Miscellaneous:

Other duties as assigned by supervisor as needs arise.

Normal work week is 37.5 hours Monday-Friday.

7. Briefly describe how work is assigned to this position and how the work is reviewed.

Cases are processed through CPS/Intake, and transferred from the CPS/Intake and ongoing units to the Placement unit in the event reunification may not occur in a timely manner. Cases are reviewed by Placement/Movement committee, read and assigned by the supervisor and distributed by the secretary to the caseworker. Cases are discussed at weekly unit meetings, special staffings, monthly case reviews, one on one with supervisor and caseworker, 6 month initial caseworker review by supervisor and by formal yearly reviews of work capacities and skills. Training is specifically correlated to the caseworker needs for growth.

8. If this is a supervisory position, briefly describe how work is assigned to subordinate personnel and how their work is reviewed. (If this is not a supervisory position, leave blank.)

9. Attach an Organizational Chart identifying all reporting relationships for this position.

CERTIFICATION

I certify that to the best of my knowledge all statements contained within the job descriptions are correct: This job description consists of __ pages. (count this form as 1 page)

Employee's Signature _____	Class Title _____	Date _____
Immediate Supervisor's Signature _____	Class Title _____	Date _____
Reviewing Officer's Signature _____	Class Title _____	Date _____

or

A bachelor's degree with a social welfare major;

or

A bachelor's degree which includes or is supplemented by 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences and one year of professional social casework experience in a public or private social services agency;

or

Any equivalent combination of experience and training which includes 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences.

2. State Civil Service Commission Approved Additional Special Requirements: None
3. Must be a resident of Pennsylvania.
4. Must be eligible for selection in accordance with Civil Service rules.

ELIGIBILITY – COMPETITIVE PROMOTION WITHOUT EXAMINATION ONLY:

CLASS RESTRICTIONS

1. Have held regular civil service status in one of the following classifications:
 - County Caseworker 1 for CW 2
 - For any other classifications, a determination will be made to whether a logical occupational functional or career development relationship exists with the posted position and/or whether there is a clear linkage between the required knowledge, skills and abilities with those needed for the posted position.

SELECTION CRITERIA

2. Meet the minimum experience and training required for the job.
3. Meritorious service; defined as (a) the absence of any discipline above the level of written reprimand during the 12 months preceding the closing date of the posting, and (b) the last due overall regular or probationary performance evaluation was higher than unsatisfactory or fails to meet.
4. Seniority, defined in Union Contract by the posting closing date of Open.

APPLICATION INSTRUCTIONS

5. Interested qualified applicants **must** submit all requested materials as specified in the "How To Apply Section". **Failure to comply with the above application requirements will eliminate you from consideration for this position.** Send completed application materials to the address listed in "How To Apply" section.
6. Additional information may be obtained by calling: ext. 3259

This section is issued for compliance with Management Directive 580.19, Promotion in the Classified Service without Examination.

HOW TO APPLY – ALL CANDIDATES:

The following materials must be mailed and postmarked on or before Open. Late applications will not be accepted.

If you are contacted for an interview and need accommodations for the interview due to a disability, please advise the interviewer of the accommodations you require well in advance of the scheduled date.

If interested in applying, please submit your letter of interest to:

Adelaide W. Grace, Administrator
730 Phillips Street
Stroudsburg, PA 18360

Monroe County Children and Youth Services IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER.

MONROE COUNTY CHILDREN & YOUTH SERVICES VACANCIES

In order to apply for a Monroe County Caseworker I or Caseworker II position you have to take the County Caseworker I and County Caseworker II Civil Service test. Go to www.employmentpa.gov and then continue to open jobs, and then continue to open jobs again. Search for County Caseworker, scroll down until you find the Job title Caseworker I & II local government exam for future vacancies. You have to click on the job title and register to take the Civil Service Caseworker I & II test. To be considered for these positions you must have tested and have your score back in before you apply for the positions when they are posted on this site.

Monroe County Children & Youth Services has openings for Caseworker I & II's, Social Services Aides, Fiscal Technicians, and Clerk 2 positions. You must apply for all positions through the www.employmentpa.gov web site when they are posted.

After you have done this and have your test score it is then your responsibility to watch for the postings and you must apply for the positions through the web site every time our positions are posted. For positions that don't require testing they are still Civil Service positions and you also need to go to the www.employmentpa.gov site to apply for the positions when they are posted.

If you need further assistance you can email dace@monroecountypa.gov or call 570-420-3259 ext. 3259.

Thanks for your interest in our agency! Donna Ace